

Records Retention Schedule of
Randolph Township, Portage County

Adopted by the Board of Trustees – December 31, 2010

Accounts Receivable Ledger & Documents	5 Years, Provided Audited
Annual Employee Leave Use/Balance Report	5 Years
Annual Financial Report to Auditor of State	Permanent
Annual Reports	Permanent
Applications for OPERS Refund or Waiver	Permanent
Appropriation Ledger	5 Years, Provided Audited
Audit Reports	5 Years
Bank Deposit Receipts	5 Years, Provided Audited
Bank Statements	5 Years, Provided Audited
Bids to provide Goods and/or Services (Successful)	
Copies	3 Fiscal Years after Contract Expires
Original, if made part of contract and filed with contract	15 Years after Contract Expires
Bids (Unsuccessful)	3 Years after Letting of the Contract
Board Policy Files	Permanent
Board of Trustee Agenda Packets	Permanent
Budgets filed with County Budget Commission	10 Years, Provided Audited
Building Blueprints	Permanent
Building Projects (Successful)	Permanent
Building Projects (Unsuccessful)	3 Years
Building Specifications	Life of Structure
Cancelled Checks	5 Years, Provided Audited
Cash Books and Cash Journals	5 Years, Provided Audited
Check Registers	5 Years, Provided Audited
Construction Contracts	16 Years after Project is Completed
Correspondence – General (includes internal correspondence, letters, memos; also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative; it does not attempt to influence agency policy)	2 Years
Correspondence – Routine (Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters)	Until no longer of administrative value
Correspondence – Transitory Messages (includes telephone messages, post-it notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications)	Until no longer of administrative value
Court Orders for Payroll Deductions	2 Years after termination of employment or order rescinded
Documentation of Leave	5 Years, Provided Audited
Depository Contracts and Related Collateral	5 Years after contract has expired,

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	provided audited
E-Mail	Retain according to content
Employee Earning Records	5 Years after termination of employment
Employee Withholding Requests	Until replaced or revoked by employee
Employment Applications	7 Years after receipt
Employer Quarterly Federal Tax Return	5 Years, Provided Audited
Expense Records	5 Years
Formal Legal Opinions	Permanent
Garnishment Orders	5 years after termination of employment or order rescinded
Grant Files	5 Years provided all state or federal audits have been conducted, the audit reports released and litigation, claims or audit findings have been resolved
Incident/Accident Reports	5 Years
Insurance Policies	2 Years after expirations, provided all claims settled
Inventories (Property)	5 Years, Provided Audited
Investments	5 Years, Provided Audited
Leases – Equipment	2 Years after expiration
Leases – Real Estate	5 Years after expiration, provided audited
Litigation Records	5 Years after case is closed, appeals exhausted
Minutes of Board of Trustee Meetings	Permanent
Operating Procedures	Permanent
Payroll Journal/Ledgers	5 Years, Provided Audited
Payroll Reports	5 Years, Provided Audited
Personnel Files	2 Years after termination of employment purge extraneous records. Retain retirement waivers, service record and leave balances permanently
Purchase Orders/Requisitions	5 Years, Provided Audited
Real Property Acquisition Records	5 Years after asset is sold
Retirement System Reports	50 Years
State Income Tax Reports	25 Years
Tax Withholding Reports	6 Years, Provided Audited
Timesheets	5 Years, Provided Audited
Video Recordings/Tape of Recordings	1 Year
W-2 Forms	6 Years, Provided Audited
W-4 Forms	Until superseded or employee terminates
Workers' Compensation Claims	7 Years after termination of employment
Zoning Certificate Applications	1 Year after Final Decision Rendered

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